

Bail Bondsmen Renewal Instructions: For additional questions on renewal requirements, please refer to the Regulations Relating to Property and Surety Bail Bondsmen, 6 VAC 20-250-100 and § 9.1-185.6 of the VA Code.

GENERAL:

1. A fingerprint application, fingerprint card, and \$50.00 non-refundable fee are required for renewal pursuant to § 9.1-185.6 of the Code of Virginia. Please ensure that a fingerprint package is submitted to our department within 90 days of submitting this application.
2. If you are going to carry or have access to a firearm you must also maintain a firearms endorsement and complete all required firearms training. For additional information and forms, please access the agency website.
3. In-Service Training must be completed within the 12 months prior to your current license expiration date in order to be eligible for renewal. If you took training at the Private Security Services 2006 Conference, please enclose the signed Alternative Training Credit Application for In-Service Training Form with the applicable \$25.00 processing fee.
4. Please ensure that the department receives your application no later than thirty (30) days prior to your expiration date. Failure to do so may result in a lapse in service.

Surety Bail Bondsman: *"Surety bail bondsman" means a person licensed pursuant to this article who is also licensed by the State Corporation Commission as a property and casualty insurance agent, and who sells, solicits, or negotiates surety insurance as defined in § 38.2-121 on behalf of insurers licensed in the Commonwealth, pursuant to which the insurer becomes surety on or guarantees a bond, as defined in § 19.2-119, that has been posted to assure performance of terms and conditions specified by order of an appropriate judicial officer as a condition of bail.*

Please ensure that you list all insurance companies that have provided you with a Qualifying Power of Attorney. You will only need to submit powers of attorney that are not currently on file with our department. Please verify this information at <http://www.dcjs.virginia.gov/directories/bailbondsman>

Agent Bail Bondsman (property): *"Agent" means a person who is a licensed bail bondsman who has been given power of attorney to act on the behalf of a licensed property bail bondsman.*

Please complete the PSS_BR only. List the name of your employing bail bondsman, and his/her DCJS number, in addition you must obtain the signature of your employer. You must provide a power of attorney from that individual specifically giving permission to utilize the property as collateral for the posting of bail bonds. The department strongly suggests that you seek the advice of an attorney before accepting/giving a Power of Attorney.

Property Bail Bondsman: *"Property bail bondsman" means a person pursuant to this article who, for compensation, enters into a bond or does so through his agent and who pledges real property, cash or certificates of deposit issued by a federally insured institution, or any combination thereof as security for a bond as defined in § 19.2-119 that has been posted to assure performance of terms and conditions specified by order of an appropriate judicial officer as a condition of bail.*

Please complete and attach the Property Collateral Verification form (PSS_CVF) as well as a title certificate report (PSS_TCR) prepared by an insured Title Abstractor with your Bail Bondsmen Renewal Application (PSS_BR). The title certificate report may not have been prepared more than twelve (12) months prior to the date of submittal. You must provide all agents with a power of attorney to utilize your property for the posting of bail bonds. The department strongly suggests that you seek the advice of an attorney before accepting/giving a Power of Attorney.

If you are both a surety and property bail bondsmen, you are only required to submit one renewal application (PSS_BR) but complete both sections on the application.

Please ensure that you enclose the applicable fees and all required documentation.
All fees are non-refundable. The check or money order should be made payable to:
Treasurer, Commonwealth of Virginia